

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7446930

Date Posted: 08/27/12

POSITION NO: 945752

Closing Date: 09/10/12

CLASS CODE: 4145

POSITION TITLE: HEAD START BUS DRIVER \*\*

DEPARTMENT NAME: Navajo Head Start - Ft. Defiance Agency

DEPARTMENT NO: 744 WORKSITE LOCATION: Rock Springs, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: Monday- Friday

Permanent: ☒

SALARY:

Hours: 40 hours/Week

Temporary: ☐

Duration: \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 12.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of routine difficulty driving a school bus to transport safely children from home to center and return to home, and assigned destinations according to time schedule; monitors of passengers on school bus to maintain discipline and safety; performs pre/post trip bus inspections for minor maintenance and repairs to ensure bus safety and transportation regulation compliance; maintains mileage, fuel and maintenance expense log; reports any problems with bus needing repairs or servicing; maintains discipline and safety of children on and around the bus while loading and unloading; conducts, develops and participates in bus safety drills and presentations; communication with parents, community members and program staff regarding program transportation/classroom activities; maybe required to participate in classroom instruction, assist in development of lesson plans on transportation, assistance with children supervision, assistance with equipment, supplies, materials for educational activities, assist with cleaning for a safe environment for children and staff.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED and a valid Commercial Drivers License (CDL) with Passenger and School Bus endorsement (P&S). (To receive full credit for education and experience, applicant must submit copies of transcripts, diploma, certificates, permits.)

**Experience:**

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

**Special Knowledge, Skills and Abilities:**

Knowledge of Federal, State and local traffic regulations and practices of transportation of school children. Knowledge of inspections; operation and preventative maintenance of school buses; Skill in safely transporting Head Start children to and from their homes; knowledge in preparing age appropriate learning and socialization activities; Written and verbal communication skills; ability to make decisions in a variety of situation regarding priorities and effectively handling emergencies.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and physical examination with tuberculosis (tB) clearance prior to employment. Within 90 days of employment must obtain a Bus Drivers certification, Navajo Nation Operators Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate and Food Handlers Permit.

**\*\* Union Position**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**